

City of New Richmond Seeks Contractor for Custodial Services

The City of New Richmond is soliciting bids from individuals or firms that have an interest in providing part-time, contracted custodial services for four city-owned buildings. We anticipate the contract will require approximately sixteen (16) hours per week of cleaning/custodial services to include restroom sanitation and supply re-stocking; vacuuming, sweeping, and mopping of all building common areas; garbage and recycling collection; and other light cleaning duties. Contractor must be licensed, insured and bonded and possess the ability to pass an extensive background check.

A working knowledge of cleaning materials and equipment as well as professional office practices, procedures and techniques is required. Contractor must be self-motivated, organized, detail oriented, and possess the ability to work at a fast and efficient pace. Ability to use vacuum cleaners, floor buffers, ladders, small power and hand tools, and all other associated cleaning and maintenance equipment.

Physical Requirements: This work requires exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force. Work regularly requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions. This position requires the ability to consistently walk, stoop, kneel, crouch, push or pull to fulfill the essential functions of the position. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and hearing is required to perceive information at normal spoken word levels.

Working Conditions: Work is performed indoors and is frequently performed alone. There is limited customer contact, but may work with other maintenance/custodial staff on occasion. There is occasional exposure to heights, fumes, odors, dust, mist, and gases through the use of cleaning supply applications.

Interested individuals or firms should submit their written proposals to the attention of Beth Thompson at bthompson@newrichmondwi.gov no later than noon on Friday, January 20, 2017. To be considered, written proposals must include the following (please keep in mind that the City will provide all needed supplies and equipment):

- Three professional references
- Detailed information on the individual/firm's business background as well as pertinent insurance coverages
- Detailed information outlining current/previous experience providing similar contracted services within a municipal or private business setting
- Plan for completing the following tasks within four municipal buildings with a monthly budget of \$1,100:
 - Cleaning of 18 public/private bathrooms
 - Sweeping, mopping and vacuuming of all common areas
 - Other general sanitation of all common areas (Wiping down walls, dusting, cleaning windows, etc.)
 - Refuse and recycling collection within all common areas

For further information or questions regarding this opportunity, please call Beth Thompson at 715-243-0402. Interviews will be scheduled during the week of January 23, 2017. The City anticipates the contracted service will begin on February 1, 2017.